

Bylaws and Faculty Code Committee
Agenda
February 26, 2024
Approved 3/4/2024

Meeting called to order at 4:04pm.

Minutes from 2/5/2024 approved with minor clerical changes. Melissa made the motion to accept the minutes, Nathan 2nd, all were in favor.

Nathan pointed out that the Senate website does not list Nathan's correct department (Computer Science) and Kate is not listed as a member of BFCC. Mary will contact Janet to let her know.

Chair report:

Mary has not received any communications from John MacArther regarding the concerns about the use of state resources (e.g. Emerit benefits) for personal use. Mary will reach out again to John. BFCC completed this motion and no changes were made.

EC report:

No word from EAC regarding the inclusion of Associate Deans with the faculty assessment of Deans. Peter will further inquire with EAC.

BFCC discussed our progress on our charges to date:

BFCC23-24.03 Need to wait for EAC to provide more information

BFCC23-24.05 Need to wait for EC to provide more info with regard to the values based budget model.

BFCC23-24.09 and .10 Will discuss today.

BFCC23-24.07 Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate. **Timeline:** Winter Quarter.

- BFCC discussed some of the changes Mary made to the data. Mary will send the document to EC.
- Some language was clarified (temporary NTT positions on GEC for 2022-2023 and 2023-2024).
- Nathan recommended that we provide data for the percentage of general education courses taught by NTT faculty. Mary will contact Institutional Effectiveness to see if we can get this data. This will potentially be a stronger argument, supported by data, for including NTT faculty on these committees.
- Nathan double checked the data percentages on the document.

- BFCC re-voted to accept language as written. Motion made by Peter, Kate 2nd, all were in favor.
- All were in favor to send document to EC.

BFCC23-24.09 Review committee procedures manual through an equity lens, including committee functions, processes, and membership. **Timeline:** Spring Quarter.

- Identify existing procedures that incorporate equity and update procedures to align with CWU's mission of equity and belonging.
- Kate recommended that we add a brief statement that senators have equal opportunity to be members of the BFCC committee and stressing the importance of DEI at the university and in all Senate committees.
- Difficulty to see where we can make changes to the language to make the procedures more equitable because the membership is restricted to senators and past-senators and charges are received from EC.
- Peter brought up that there are some things in the manual that we don't seem to be doing. For example, the recording of the minutes (committee secretary or office administrator). BFCC discussed options for changing who records the minutes. The committee clarified that minutes would be recorded by secretary of OA, when available. The committee opted not to add that the committee chair would perform the duties listed when a secretary is not available because this means that the next chair would take the minutes. This takes the decision away from the next chair.
- We will discuss further changes to the manual at the next meeting.

Adjourned at 5:05pm.

Review of Charges

- BFCC23-24.01 Review of Bylaws for all committee titles and abbreviations. **Timeline:** Fall Quarter.
- Update committee abbreviations and outdated committees/titles.
EC is reviewing.
- BFCC23-24.02 Clarify Bylaws, Section VII D. Senate Hearing, 1. (corresponds to Code IV.H maybe F.4?). **Timeline:** Fall Quarter.
- Motion No. 23-12 passed on 1/10/2024. Motion No 23-13 passed on 2/7/2024
- BFCC23-24.03 Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans. **Timeline:** Fall Quarter.
- On hold: BFCC will need to wait for EAC for this charge. May not be until later in fall quarter.
- BFCC23-24.04 Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws. **Timeline:** Winter Quarter.
- Sent to EC on 2/13/2024
- BFCC23-24.05 Rework Code, Section II. 2. College Budget Committees. **Timeline:** Winter Quarter.
- Review for consistency with the new budget model. Specifically, what is the role of the BPC with the new model? (Section IV. D. 1. f. – BPC duties).
On hold until information about university budget model and the role of BPC is discussed by the EC.
- BFCC23-24.06 Review CBA and update Faculty Code for alignment. Consider updating faculty code to directly reference the CBA when appropriate for reduced BFCC code updates and clarifying the governing body (I.e. Faculty Senate or UFC) for clearer faculty direction. **Timeline:** Winter Quarter.
- Motion sent to EC on 2/13/2024.
- BFCC23-24.07 Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate. **Timeline:** Winter Quarter.
- NTT faculty make up the majority of our faculty yet have the least say in academic policies and procedures.

- Adding NTT would further strengthen the Faculty Senates equity and belonging.
- BFCC made additions/corrections to document on 2/5/2024. Mary will send to BFCC for final vote on 2/13/2024.
- Committee will need to discuss further on 3/4/2024

Address the changes on 2/26/2024

BFCC23-24.08 Clarify scope of Faculty Code Section I. B. 2. d. ii. Emeriti use of computer services to assure within state requirement and update code as needed. **Timeline:** Spring Quarter.

Sent to EC on 2/13/2024

BFCC23-24.09 Review committee procedures manual through an equity lens, including committee functions, processes, and membership. **Timeline:** Spring Quarter.

- Identify existing procedures that incorporate equity and update procedures to align with CWU's mission of equity and belonging.

Address this ASAP

BFCC23-24.10 Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by second committee meeting of spring quarter.

Address this.

BFCC23-24.11 Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors. **Timeline:** Ongoing.

- Review Code and Bylaws for wording issues discovered when reviewing Code during AY 22-23.

Finalize spring quarter.